## UNITED STATES DISTRICT COURT

for the

Eastern District of Wisconsin				
Plaintiff(s)  V.  Defendant(s)	) ) ) ) () ) () () () () () () () () ()			
SUMMONS IN A CIVIL ACTION				
To: (Defendant's name and address)				
A lawsuit has been filed against you.				
Within 21 days after service of this summons on you (not counting the day you receive it) – or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12(a)(2) or (3) – you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or the plaintiff's attorney, whose name and address are:				
If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.				
	GINA M. COLLETTI, CLERK OF COURT			
Date:	Signature of Clerk or Deputy Clerk			

Civil Action No.

## PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4(l))

were r	eceived by me on (date)					
were i	•		-: d complaint on the individual at (place):			
			On (date)	; or		
	☐ I left the summons and the attached complaint at the individual's residence or usual place of abode with (name) , a person of suitable age and discretion who resides there,					
	on (date), and mailed a copy to the individual's last known address;					
	☐ I served the summons and the attached complaint on (name of individual)  who is designated by law to accept service of process on behalf of (name of organization)					
			on (date)			
			for services, for a total of	of \$		
	My fees are \$ for travel and \$ for services, for a total of \$  I declare under penalty of perjury that this information is true.					
Date:			Server's signature			
			Printed name and tit	le		
			Server's address			

Additional information regarding attempted service, etc.: